

York County Job Description

EEO Classification: Administrative

Position held by:

Job Title: Assistant District Manager

Revision Date: 10/15/13

Status: Exempt

Full time ☒ **Part time** ☐

Department No: 23

Department Name: Conservation District

Reports to: District Manager

Director's Name:

POSITION SUMMARY

The assistant district manager will assist with the day to day administration, business planning and financial activities of the Conservation District, in consultation with, and under the direct supervision of the district manager.

Strong written and verbal communications skills are required. The assistant district manager will provide support to the district manager and personnel committee concerning staff recruitment and supervision; team leader coaching, management and training oversight; conflict resolution, discipline, performance evaluation and implementation of district programs in compliance with the County of York employment policies.

The assistant district manager will serve on additional committees of the District and provide direct support regarding program development, fundraising and financial management, customer and public relations, and attend local and state meetings as assigned representing the district. The assistant manager will also serve as the department fleet manager administrator, the Right-To-Know officer and the departmental training coordinator, ensuring compliance with County of York policies.

In the absence of the district manager, the assistant district manager will assume the leadership of the district using sound judgment and established policy in making necessary decisions.

Job Title: Assistant District Manager

ESSENTIAL REQUIREMENTS

EDUCATION and EXPERIENCE

- Must possess a Bachelor of Arts or Science Degree in Business Administration, Business Management, Environmental Resources Management, and/or related field and knowledge of natural resources conservation and/or agriculture as well as experience with business & personnel management and/or public administration.
- 3-5 Years of practical experience functioning in a moderately stressful position managing multiple tasks, deadlines, program requirements, budgets and personnel.
- Practical experience working with York County residents, government agencies/personnel, school groups, teachers and administration, and other groups, clubs, and organizations
- Must be a minimum of 21 years of age.

LICENSE and SKILLS

- Must possess PA driver's license and a clean driving record.
- As a condition of continuing employment the individual must be able to obtain a cell phone service contract by the end of their probationary period. This position requires using a cell phone for relaying pertinent information and assessing the location and safety of staff while in the field. (A stipend will be provided by the County to help offset the monthly expense)
- Must qualify to be bonded by the District's bond insurance provider.
- Must function independently, and have flexibility, personal integrity, and the ability to work effectively with constituents, personnel, consultants, engineers, contractors and support agencies
- Communicate effectively verbally and in writing to a wide range of individuals.
- Must be able to effectively read, write, speak and understand the English language.
- This position requires the use of a cell phone for receiving and relaying pertinent information.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with constituents, consultants, government agencies/personnel and the general public.
- Must have knowledge of computer operations Microsoft Word, Excel, PowerPoint and Access applications.
- Must possess knowledge of bookkeeping and computer accounting applications.
- Ability to calculate figures and amounts such as discounts, interest, percentages.
- Must possess the ability and the willingness to work harmoniously with professional and non-professional personnel.
- Must have patience, tact, a cheerful disposition, enthusiasm, and the willingness to handle a wide range of individuals.

Duties and Responsibilities

Administrative

- Assume the authority and responsibility of the district manager when the district manager is unavailable and a timely decision is required or when the district manager delegates decision making authority.
- Review and update the district manager on all activities conducted outside of his direct oversight providing a written monthly activity report to the district manager and Board.
- Review all other staff monthly work reports for consistency and task completion.
- Coordinate and oversee the various program grant agreements, and provide for timely progress reports and financial reimbursement claims.
- Act as liaison between district manager /Board and the district's financial auditor
- Review and advise the district manager on insurance coverage for protection of property loss and potential liabilities.

- Maintain the District's Business Continuity Bag.
- Assist with the District's annual programs: planning meeting, Envirothon, Soil Stewardship Week, annual picnic, etc.
- Facilitate the annual review and updates of district staff job descriptions
- Review vendor contracts and solicit quotes for new equipment or services
- Coordinate the periodic review of inter-agency MOU's to update and maintain relevance.

Financial Management

- Act as co-signer for District's checking accounts.
- Review and approve expense requests for payment.
- Assist in the preparation of the District's annual budgets and work with administrative assistant and office manager to arrange for audit of all District accounts.
- Monitor District investments and advise the Treasurer on investment return options.
- Develop, evaluate and improve the District's fundraising efforts for programs and events.
- Administer all aspects of the Tree Sale and Clay Shoot fundraisers.
- Establish and maintain working relationships with event sponsors

Personnel Relations and Management

- Participate in the recruitment and placement of employees. Coordinate new employee orientation and training.
- Coordinate the completion of probationary and annual performance evaluations with team leaders and conduct evaluations of staff reporting to you.
- Assist the manager with maintaining appropriate personnel records.
- Coach and or direct team leaders in dealing with personnel issues, addressing complaints and resolving problems.
- Provide oversight to the office manager in coordinating the duties of the administrative staff with input of the technical staff.
- Coordinate training and provide supervisory assistance to the staff and guidance in establishing priorities with input of the technical staff.
- Review administrative staff efficiency and production with office manager to improve quality management and cost control.
- Foster positive team attitude toward district goals and objectives.
- Develop options for team leaders to reward and discipline employees.
- Provide draft agenda of monthly staff meeting to manager.
- Facilitate quarterly Safety Spotlight session to make staff aware of issues.

Program Operations and Mission Promotion

- Work closely with the district manager, board and staff to develop short and long-range goals and objectives and periodically review and update them. Assist with the development of the Annual Plan of Work.
- Assist with the development and implementation of necessary District policies and oversee updates and revisions to the District Policy Manual.
- Assist the district manager with legislative contacts and concerns.
- Coordinate vehicle and equipment procurement and or maintenance
- Instruct and implement workplace safety guidelines and make sure workers have the equipment and resources needed to complete their duties.
- Develop and maintain working partnerships with County operations and key departmental personnel.
- Assist the manager with education and communication efforts with District nominating organizations and conservation partners.
- Attend Board of Directors meetings to stay current with issues, present committee reports or to represent the district manager or staff in their absence.
- Serve as department evacuation coordinator during emergency.
- Maintain a working knowledge of the various District programs in order to speak to related issues and refer when necessary with confidence.

- Represent the District's interest by serving on partner agency/organization committees and or Boards.
- Provide oversight and assistance to the education/communications coordinator with preparation of public/media relations, website updates and additions, publications, press releases, meetings and workshops, displays and exhibits.
- Promote initiatives that engage the community in accomplishing the district's mission
- Protect and promote the reputation and public relations of the district.
- Develop and maintain working partnerships with key Cooperating Agencies and personnel.
- Attend appropriate county and statewide training and state association meetings.
- Administer the Tree Vitalize program and promote the District as the metro partners for York County.

Other

- Serve on District committees as assigned.
- Work throughout York County.
- Is subject to frequent interruptions.
- Participates in continuing educational programs.
- Works beyond normal working hours, on weekends when necessary, and occasionally stays overnight.
- Must be in good health and demonstrate emotional stability.
- Other reasonable duties as assigned by supervisor and or the board of directors.

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty proficiently, and comply with Association policies and procedures, as outlined in the Employee Handbook.

PHYSICAL AND MENTAL JOB REQUIREMENTS

Job Title: Assistant District Manager

Please check those items that apply to the *essential job functions* of the job title listed above. Each category **must** be completed.

1. Schedule

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Full-Time | <input checked="" type="checkbox"/> Day Shift | <input checked="" type="checkbox"/> Weekends *Occasionally |
| <input type="checkbox"/> Part-Time | <input type="checkbox"/> Evening Shift | |

2. Supervision Level

- ☐ Extremely Close Supervision
☐ Moderate Supervision
☒ Minimal Supervision

3. Initiation of Work

- ☐ Supervisor Will Direct to Next Task
☐ Initiation Helpful, but Not Necessary
☒ Must Initiate Own Work

4. Independence

- ☐ Supervisor Will Cue on a Frequent Basis
☐ Ability to Complete Assignments with Moderate Oversight Required

- ☒ Ability to Complete Assignments with Little Oversight Required

5. Work Routine

- ☐ Routine Never Varies; Structure is Tight
☒ Occasional Routine Change; Generally Planned in Advance
☐ Routine Changes Often; Little Structure to Task Sequence

6. Rate of Work

- ☒ Fast Pace
☐ Moderate Pace
☐ Slow Pace

7. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
☐ Understanding of Verbal Instructions Only Required
☐ Understanding of Written Instructions Only Required

8. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
☐ Basic Verbal Communication Skills Necessary
☐ Limited or No Verbal Communication Skills Necessary

9. Functional Reading - English

- ☒ Fluent Reading ☐ Recognition of Signs/Symbols
☐ Simple Reading ☐ No Reading Skills Required

10. Hearing

- ☒ Ability to Hear Required
☐ Hearing Not Required

Seeing

- ☒ 20/20 Vision with Corrective Eyewear
☐ Limited Vision
☐ Vision Not Required

11. Functional Math

- ☒ Complex Computational Skills (Accounting and Financial Skills)
☐ Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
☐ Simple Counting Skills
☐ No Mathematical Skills Needed

12. Interaction with Customers

- ☒ High Visibility, Frequent Interaction Required
☐ High Visibility, Infrequent Interaction Required
☐ Low Visibility, Frequent Interaction Required
☐ Low Visibility, Infrequent Interaction Required
☐ No Interaction Necessary

13. Appearance Requirements

- ☒ Compliance with Employee Dress Code Required

☐ Compliance Not Required due to Nature of Job

14. Time

- ☒ Must Tell Time to the Minute
☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

15. Orientation (Familiarity with Surroundings)

- ☐ Work Area ☐ Building Only ***familiar with County**
☐ Room Only ☐ Several Blocks From Building

16. Mobility Skills

- ☐ Mobility Within the Building
☐ Mobility Within a Four Block Radius
☒ Driving Required

17. Sitting

- ☒ 75% - 100% ☐ 25% - 50%
☐ 50% - 75% ☐ Less than 25%

Standing

- ☐ 75% - 100% ☐ 25% - 50%
☐ 50% - 75% ☒ Less than 25%

18. Bending

- ☒ Knees and Waist ☐ Waist Only
☐ Knees Only ☐ No Bending Required

19. Lifting

- ☒ Greater than 30 lbs. ☐ Less than 10 lbs.
☐ 10 - 30 lbs. ☐ No Lifting Required

20. Reaching

- ☒ Greater than 6 Feet ☐ Less than 2 Feet
☐ 2 - 6 Feet ☐ No Reaching Required

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.